

MAIN HRS

DCDS Reports

Control Reports - A

HR-120 – Security Modifications (Control) Report

Purpose:	The Security Modifications (Control) report identifies users who had changes made to Roles, Functions etc. for a specified time which determine the scope of access to the system. Data may be requested for users whose time is reported in the selected department/agency and Timekeeping Unit (TKU) and who have security within the selected criteria. Data may also be requested for users who <u>do not</u> report time to the selected department/agency and TKU but have security to the selected criteria. The minimum required data to be entered is department, agency and TKU.
Frequency:	As requested.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency, Employee Name
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.

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Information:

- A. The Security Modifications (Control) report is accessed through the Reports, Control, A – Security Control items on the menu.
 - B. The following detail is displayed:
 - Full Name (Employee)
 - Social Security Number (SSN)
 - User ID
 - Role
 - Function
 - Scope (Update (UPD) – Y or N, Department (DEPT), Agency (AGY), TKU
 - User ID (Person making the modification)
 - Modified Date & Time
 - Totals of the number of changed profiles for Department and Agency
 - C. To print a copy of the report, select File and click on the Print menu item. The Print window will display. Click the OK button. The report will print at the designated printer for that PC.
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DCDS Reports

DCDS 03.03.02

File Edit Options Functions Params Reports Window Help

Report Request

Security Control

Department: 07

Agency: 01

TKU: AL

Since Date: 12/26/2001

Include employees from all Dept/Agy/TKU ☒

OK Close

Report Request Screen

To display the Report Request screen for the Security Modifications (Control) report, select the Reports menu item from the Menu bar and click on the Security menu item. From the cascading menu, click on A – Security Control.

The Report Request screen allows users to enter the appropriate criteria to request the Security Modifications (Control) report.

Enter or select from the dropdown the department and/or agency. To request all timekeeping units, select AL from the TKU dropdown. Then enter the date for the period of changes to be viewed. Information will be displayed from that date. To request all users who may or may not report time within the selected criteria, click on the box for “Include employees from all Dept/Agy/TKU.” Click the OK button.

The Report Pre-View screen displays the Security Modifications report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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DCDS Reports

HR-120 - Security Modifications Report

HR - 120

MAIN HUMAN RESOURCE SYSTEM
SECURITY MODIFICATIONS REPORT
10/31/1999

RUN DATE: 11/30/1999
PAGE 1 OF 1

DEPARTMENT: 07 DEPARTMENT OF MANAGEMENT & BUDGET
AGENCY: 01 CENTRAL OFFICE
TKU: 001 HUMAN RESOURCES

SCOPE

<u>FULL NAME</u>	<u>SSN</u>	<u>USER ID</u>	<u>ROLE</u>	<u>FUNCTION</u>	<u>UPD</u>	<u>DEPT</u>	<u>AGY</u>	<u>TKU</u>	USERID	MODIFIED
AVENGER, CAPTAIN	222-12-3333	HARRISL	INDIV TIME ENT	DATA COLLECTION: TIME	Y	07	01	702	ALLENJ1	11/29/1999 10:03:25
				DATA COLLECTION: MODIFY	Y	07	01	702	ALLENJ1	11/29/1999 10:03:25
				DATA COLLECTION: EMPLOYEE	Y	07	01	702	ALLENJ1	11/29/1999 10:03:25

TKU 001 NUMBER OF CHANGED SECURITY PROFILES 1
AGENCY 01 NUMBER OF CHANGED SECURITY PROFILES 1
DEPARTMENT 01 NUMBER OF CHANGED SECURITY PROFILES 1

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Security Control Report